



THE LATEST NEWS IN THE WORLD OF CM/ECF

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What's New?

On January 1, 2004, General Order 10 became effective. General Order 10 provides direction to the Bar on the approved ways to electronically file documents with the Bankruptcy Court. After General Order 10 was entered, and continuing today, many attorneys have realized the benefits of electronic filing via CM/ECF. Included in this newsletter is a long list of new CM/ECF participants.

With the implementation of General Order 10 on January 1, 2004, many attorneys are creating disks or scanning documents at the Clerk's Office. We encourage those attorneys who are complying with General Order 10 in this manner to seriously consider becoming CM/ECF participants. The Clerk's Office continues to provide hands-on training classes, and follow up assistance.

In reference to the Notice of Privacy Amendment...Attorneys filing electronically will complete the petition and any other documents requiring the social security number showing only the last 4 digits of the social security number. (i.e. XXX-XX-1234)

When attorneys file cases electronically, they will continue to complete each screen prompt as they always have including the entire social security number. The docket is complete through this process. Our system has the ability to cover the first 5 digits of the social security number on the docket so no one can see them in public access.

REMINDER: The public office hours for the Clerk's Office have changed. The new hours are 8:00 a.m. to 4:00 p.m. Of course, that doesn't affect CM/ECF users. You still have 24/7 access to the Clerk's Office. 🍷

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New CM/ECF Participants

Alvin A. Davis
Amjad M. Ibrahim
Arlene Le-Brew Sanders
Bankruptcy Examiners, Inc.
Barbara G. Serafino
Bruce W. Bennett
Charles E. Campbell
Chip Angell
Crumley Consulting Group, Inc.
Dan Roper
Daniel E. Raskin
Danyelle J. Walker
Deborah J. Torras
Dennis J. Murphy
Douglas Ernst
Eric W. Anderson
Ernestine V. Reeves Scott
Eugene W. Dabbs IV
Evan M. Altman
Frank E. Martinez
George R. Belche
Glen E. Ashman
Glenda S. Cook
Harrison J. Roberts
Harry W. Krumenauer
J. David Whittaker
James Maher
James Jester
James W. Martin
James R. Agro, Jr.
Jeff Golomb
Jeffrey Cavender
Jeffrey I. Fouts
Jerry D. Gerald of Wilson, Brock & Irby
Jerry F. Pittman
JoAnne Kohl Little
John A. Thomson, Jr.
John F. Pendergast, Jr.
John E. Tomlinson
John A. Christy of Schreeder, Wheeler &
Flint
John B. Lyle

John H. Irby of Wilson, Brock & Irby
John S. Rankin
John Eggers
John C. Porter, Jr. of Stites & Harbison
Julie C. Chinn
Kendra L. Weathington
Kenneth Mitchell of Giddens, Davidson &
Mitchell
L. Rebecca Abernathy
Larry J. White
Lemuel Stigler
Leon S. Jones of Jones & Walden, LLC
Leslie Gleisner
Lisa F. Harper of Chorey, Taylor & Feil, PC
Lynn L. Carroll of Siegel & Golder
Lysander A. Woods
Mark L. Golder of Siegel & Golder
Markus A. Jander
Melvyn Burrow
Michael S. Tucker
Michael S. Stearsman
Michael Vereen
Mike Duffey
Nancy E. Yenser
Neal D. Colton
Patricia S. Glover
Paul J. McCord
Raychelle L. Vinson
Richard B. Gossett
Robert E. Bach
Robert M. Gardner, Jr.
Rosemary S. Armstrong
S. Andrew Shuping
Samuel D. Hicks
Sarah A. Wyeth
Sharon S. Brown
Stanley W. Schoolcraft, III
Susan M. Kirby
Susan Lehner
T. Michael Farrell
Terry Smith
Theodore N. Stapleton
Tom Tierney
Tom Salter, Jr.
Virginia B. Bogue

W. Kevin Snyder
William A. Broughman
Willie Woodruff

Certification Regarding Review of Proof of Claims

General Order 9 contains the following direction to attorneys:

- 12. On or before 60 days after the general bar date, certify the attorney has reviewed claims with Debtor, prepared, filed and served objections to improper or invalid claims and filed claims within 30 days after the bar date for creditors who fail to file claims when such failure will adversely affect Debtor's case or its successful completion and discharge or such failure will adversely affect Debtor after case completion and discharge.**

To accomplish this certification, an event has been created for CM/ECF filers. Under the Bankruptcy Menu, select "Notices". Follow the procedure used for uploading other documents. The event name is - Certification Re: Review of Proof of Claims.

If you have any questions regarding this event, contact either Daniel Newsome or Irene Wiggins at (404) 215-1000. When the automated attendant answers, press 4 for CM/ECF help. Then press 1 for operational assistance.

Common Docketing Errors

1. The attorney forgets to file the

Application to Pay the Filing Fee in Installments. This should be filed the same day as the petition.

2. With the exception of an ancillary or consent judgment, a Summons and Notice of Pretrial instructions are always required for an Adversary case. Please enhance the docket text to let us know how many copies you need.

3. Attorneys are attaching proposed orders to the motions and failing to submit an original order w/signature.

4. When attorneys file a motion for relief that also contains a completed notice of hearing (date/time/location pulled off the online calendar), please be sure to answer the prompt: **Does this motion include a completed notice of hearing? [y/n]**. Please put a 'y' in the box. Otherwise, you will not get the hearing screen where you fill in the information and this will cause the case not to appear on the calendar.

The Clerk's Office appreciates your attention to these matters.



FYI...the correct address for noticing to the Internal Revenue Service is

**Internal Revenue Service
Insolvency
Room 400 - Stop 334D
401 West Peachtree Street NW
Atlanta GA 30308**

Per their information, PO Box 995 is obsolete and has been for some time and there is no Stop 335D.

About ECF Filing Fees...

The procedure for credits when attorneys make a payment for the wrong amount is as follows:

If an incorrect amount for filing fee is entered, the attorney must make the payment. Submit a

Motion to Refund the Filing Fee because an order is required for the Clerk's office to make a credit.

Adversary Fee – When filing an adversary, the payment box will not appear, and at this time the court will be manually charging the fee.

NOTE: All CM/ECF attorneys are required, as of July 1, 2003, to process credit card payments online within 24 hours of filing the pleading or petition.

If you have any questions relating to filing fees, please contact the Financial Administrator in Atlanta at 404-215-1132. Lynn Saunders will be happy to help you!



Don't forget to notify our Financial Administrator if there are any changes with your credit card holder (i.e. card expired, new account number, etc.). Please call 404-215-1132 and notify her of your new credit card expiration date.

A new Credit Card Authorization form must be submitted on all new credit card accounts. This form is provided for your convenience online. Click this link to access this form.

www.ganb.uscourts.gov/misc/cardauth.pdf

ONLINE NEWSLETTER

This newsletter and previous issues are available for online viewing at http://www.ganb.uscourts.gov/ECFDOCS/latest_news_in_the_world_of_ecf.htm

FEEDBACK

We value your participation and opinion!

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STATISTICS
THE NORTHERN DISTRICT OF GEORGIA
January 2004

Division	Total Cases Filed	Total ECF	Percentage
Atlanta	2396	1635	68.23%
Gainesville	269	222	82.52%
Newnan	374	318	85.02%
Rome	444	415	93.46%
Totals	3483	2590	74.36%

**Procedure for Electronically Filing
Amendments to Amend (or Correct) Social Security Number**

1. Create an electronic version of Form B-21. This form does **not** have to be converted to .pdf format. The form is available on the Court's website at www.ganb.uscourts.gov under "Forms".
2. Electronically file the amendment including the **redacted** Social Security Number via CM/ECF.
3. Send an email to the Clerks's Office (*see appropriate Division email addresses below*) indicating that an amendment has been filed to correct a Social Security Number. Include the electronic version of Form B-21 as an attachment to the email. This attachment can be in Corel Word Perfect, Microsoft Word, or as a PDF.

Atlanta Division	- GANB-ATLA_Amendments@ganb.uscourts.gov
Gainesville Division	- GANB-GAIN_Amendments@ganb.uscourts.gov
Newnan Division	- GANB-NEWN_Amendments@ganb.uscourts.gov
Rome Division	- GANB-ROME_Amendments@ganb.uscourts.gov

4. The Clerk's Office will make the necessary changes to the Debtor's Social Security Number in the CM/ECF program.
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